

# Reimbursable Agreement Process

- As NARA enters into new reimbursable agreements, they will forward the reimbursable agreement, with the appropriate accounting information to BPD, Accounting Operations Branch.
- BPD will set up a guarantee in the Oracle system for the amount of the reimbursable agreement.
- As revenue is earned, NARA will create invoices and submit invoice information to BPD via the IPAC billing spreadsheet.
- BPD will load the IPAC billing spreadsheet, which will automatically create the invoices in the Oracle System and generate the IPAC collection from each customer.
- As invoices are posted in the Oracle System, they will reference the guarantees and subsequently reduce the amount outstanding of the guarantee.
- In the event that NARA receives a modification to a reimbursable agreement, they will need to forward that information to BPD as soon as possible so that BPD may adjust the guarantee accordingly.